

SURPLUS COORDINATOR

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs intermediate skilled clerical work operating the surplus center and reviewing and verifying condition of surplus property; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Reviewing and verifying condition of surplus property; operating retail center; preparing and maintaining files and records; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Reviews and verifies condition of surplus property for re-distribution or re-sale.
- Operates the County retail surplus center.
- Prepares daily cash receipts for transmittal to Treasurer's Office.
- Prepares quarterly Retail Sales and Use Tax Return Form ST9.
- Tracks receipt and sale of surplus equipment utilizing current database software.
- Meets with County and school personnel to discuss various prospects of surplus property program.
- Maintains liaison with out of County officials, Town of Warrenton staff and business leaders regarding availability of surplus property.
- Plans, advertises and arranges for public auctions.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of warehouse inventory procedures, practices and techniques; general knowledge of surplus auction procedures and techniques; ability to communicate effectively in both oral and written forms; ability to perform mathematical computations with skill and accuracy; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school and considerable procurement experience.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.